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35 Camino Justicia – Santa Fe, New Mexico 87508

SPECIAL ORDER

To: Sheriff's Office Personnel

Fr: Sheriff Robert A. Garcia

Date: April 18, 2014

Re: Light Duty Requests

RP
4-18-14
SPECIAL ORDERS
14-092

A "Light Duty Request" policy will become part of our Standard Operating Procedures (SOP's) effective today April 18, 2014. Attached is a copy of this policy for your review. You may print a copy and place in your existing binders however a number will not be assigned until a later date.

LIGHT DUTY REQUESTS

1. POLICY

This policy of the Santa Fe County Sheriff's Office is to establish guidelines for all certified and non-union employees regarding light duty/restricted duty requests. All light duty requests for civilian union employees will be considered in accordance with the AFSCME contract (Article 19 Sec. 6. Modified Work Assignments).

2. PURPOSE

The Santa Fe County Sheriff's Office may offer light duty assignments to personnel who due to injury or illness cannot perform their regularly assigned duties, provided there is light duty work available at the time of the request. Requests are first applied for via the Human Resources Department. After HR has approved the application it will then be submitted by the employee to the Sheriff where it will be reviewed by the Sheriff or his/her designee. Light duty assignments may be granted and revoked by the Sheriff or designee. Such decisions are not grievable.

PROCEDURES

- A. Personnel who are unable to perform their regular duties due to illness or injury may be assigned light/restricted duty within the sheriff's office provided:
 1. The requester submits a written request to the Sheriff.
 2. The requester must submit a written release signed by their physician releasing them to work in a limited capacity.
 3. A checklist obtained from the Santa Fe County Human Resources department must be filled out by the physician, any work restrictions must be noted on the release.
 4. A prognosis for complete recovery and the ability to return to full duty must be clearly stated on the release and checklist.
 5. A checklist will be updated by your physician and resubmitted on a monthly basis. A review of the checklist will determine if the light duty assignment will be approved for an additional month.
 6. All light duty assignments will have a maximum time limit of 60 days. Any exceptions will be at the discretion of the Sheriff or his designee.
- B. Any personnel placed on light duty will not be placed in a position that could jeopardize or aggravate their physical condition. Any limitations stated on the physician's checklist will be considered when deciding if work is available for the employee requesting light duty. The intent of this policy is to permit the return to work as soon as is medically possible to personnel who are affected as set forth above. Further, the parties understand that "light duty" refers to duty other than normal assigned duties and that is not the intent that said "light duty" is to be of a "make work" nature.
- C. Personnel assigned a take-home vehicle will, while on light duty status for either an on the job injury or off the job injury; surrender that vehicle to the fleet manager. Deputies may be assigned a take home vehicle upon full release from their physician.

Approved by


Sheriff Robert A. Garcia

on

Date

4-18-14